

27 January 1977

MEMORANDUM

SUBJECT: Production of the White House Situation Room

1. Twice daily the White House Situation Room produces a summary of "significant" intelligence information--known as the Noon Notes and the Evening Notes--Monday through Friday. Noon Notes is issued on Saturday as well.
2. Intended to provide timely intelligence support on an all-source basis for the Assistant to the President for National Security Affairs and the senior members of his National Security Council staff, the Notes draw freely on sources including finished intelligence, publications, summaries and raw intelligence reports from the community. This data is compiled by an assistant to the Director of the White House Situation Room who is on a rotational assignment from NSA where he has worked in a junior analytical capacity. He reviews all hard copy issuances produced by CIA, State, NSA and DOD and incorporates items of interest either in their entirety or in capsule form. The Director of the Situation Room will sometimes direct that a particular item be included or expanded upon. Occasionally, the assistant will contact the relevant agency for elaboration or comment. Raw message traffic also is made available to him by CIA watch officers assigned to the White House Situation Room who are responsible for reviewing all electrically disseminated cables and press traffic and alerting the Assistant for National Security Affairs and appropriate NSC staffers.
3. Once the Notes have been drafted, they are reviewed by the Director or by his deputy. Neither is a professional intelligence officer. They are then typed, reproduced and disseminated to the Assistant for National Security Affairs and senior NSC staffers.
4. The role of the senior CIA watch officer is, at best, peripheral. He can only suggest that certain topics or specific messages be included in the Notes. By virtue of his involvement in the screening of intelligence received by the White House and hourly contacts with the other watch centers, the senior duty officer is in a particularly advantageous position to spot potential problems and select items of current interest to the policy makers. His training which normally includes a previous 18 to 24 month tour at the Situation Room and involvement in the current intelligence production cycle in CIA, imbues him with an appreciation for substantively accurate and timely reporting. The watch officers represent the White House in the National Operations Intelligence Watch Officers Net and could provide the writer with additional information culled from the Intelligence watch centers. Neither the experience of our officers nor their access to the community is properly utilized.

5. Moreover, certain writers of the Notes have failed to present information in its proper context or with adequate explanations. Because of their lack of in-depth analytical experience and knowledge of the intelligence community and its information resources, this already has resulted in alarming Dr. Brzezinski and President Carter concerning a routine event. If the Notes are to perform the function they were devised for, the writers must exercise a mature sense of proportion and sensitivity for the concerns of the consumers of their product.

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Deputy Director, CIA Operations Center

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MEMORANDUM FOR:	Executive Registry 77-3286
ADC1	
Hank - This may be of some use in understanding WHSR procedures.	
Seyre	
Date	

FORM 101 USE PREVIOUS EDITIONS.
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